

SOUTH BEND OFFICE OF SUSTAINABILITY
STUDENT PROJECT PROGRAM
SPRING 2015

OVERVIEW

The **City of South Bend's Office of Sustainability** works with City departments, residents, and businesses, as well as regional, state, and national partners to develop and implement the South Bend Strategic Sustainability Plan and other sustainability initiatives.

The **Student Project Program** provides opportunities for college or graduate students to gain hands-on experience in researching, developing, and implementing sustainability projects in South Bend. Student Projects could include paid internships, internships for course credit, individual or team projects as part of a course, or individual or team capstone/thesis projects. The Student Project Program connects students with real world experience on projects that aim to support the environmental, social and economic health and wellbeing of South Bend.

Goals for the program include:

- Engage students in the Office of Sustainability's top priority projects of the year.
- Offer skills development opportunities related to communications, research, analysis, public speaking, and computer-related tasks.
- Provide one-on-one mentoring and career guidance in the areas of sustainability, energy management, and civil service.

INTERNSHIPS

Interns are assigned to one key project but will also support other projects or tasks as needed. These positions will be part-time, hourly paid positions for the duration of the academic semester. Student is solely responsible for following any rules or requirements to receive course credit from their institution.

The 2015 **Spring** Internship Program includes the following TWO opportunities

1. Downtown Recycling Coordinator
2. Energy Efficiency

To apply for an internship please complete the attached application and email it along with a resume to

sustainability@southbendin.gov by Friday, January 2. Interviews, in person or via Skype, will be conducted with top candidates. Decisions will be made within two weeks of application deadline.

PROJECTS

Unlike internships, projects will have a finite scope and timeframe. Projects are appropriate for either individuals or groups, typically to satisfy course or program requirements. High school, college and graduate students, as well as members of the community, are invited to participate. To learn more about project opportunities, or to suggest a project, please contact sustainability@southbendin.gov to discuss.

CITY OF SOUTH BEND OFFICE OF SUSTAINABILITY

INTERNSHIP APPLICATION

Personal Information

Name (First and Last)	Click here to enter text.
Email Address	Click here to enter text.
Phone Number	Click here to enter text.
Which internship are you applying for?	Choose an item.
Major/Degree Program	Click here to enter text.
Year in Program	Click here to enter text.
Number of Hours available (Range of hours provided in each position description.)	Click here to enter text.

Short Answer Questions (*Max 200 words each*):

1. What sustainability/environmental groups or classes are you currently a part of or have been in the past, if any? (*Applicants without direct experience will still be considered*)
[Click here to enter text.](#)
2. Please describe how your educational, work, or extracurricular experiences would benefit the City of South Bend in this specific position.
[Click here to enter text.](#)
3. What area of sustainability is the most interesting/exciting to you and why? (*Does not need to be internship topic*)
[Click here to enter text.](#)

To Submit:

Submit your application, along with a resume, to sustainability@southbendin.gov.

INTERNSHIP DESCRIPTION

Energy Management

Qualifications: Students in business, finance, environmental science, public policy, architecture, or engineering degree programs are of particular interest. Must have demonstrated quantitative and spreadsheet management skills. Ability to conduct on-line research and summarize findings for a variety of audiences is essential. Individuals who enjoy problem-solving and trouble-shooting using data are especially valued.

Hours: Minimum 7 hours and maximum 15 hours/week between January and May, 2015. Schedule is flexible. Intern may be required to attend some evening or weekend events. Some work can be performed remotely.

Overview: This position is part of several on-going efforts to decrease South Bend's energy use. Current projects include lighting retrofits in City-owned and managed buildings as well as the implementation of renewable energy sources.

The Energy Management intern will assist with a wide variety of energy projects, as well as policy, planning, program development, and education and outreach. The intern will play a key role in energy data management and analysis.

This is an hourly paid position at a rate of \$10-12/hr depending on experience. Benefits are not available. This position reports to the Sustainability Director.

Duties:

- Track and report energy use data from city facilities.
- Assist the Director in conducting on-site technical assistance and evaluation regarding energy use in municipal and other buildings in South Bend.
- Perform research and prepare summaries and recommendations for potential efficiency projects.
- Calculate financial and energy impacts of completed and proposed projects.
- Work professionally with other city departments to gather energy data and project information.
- Provide support to Green Ribbon Commission committee(s) and serve as a liaison to the Office of Sustainability.
- Serve as an ambassador of the Office of Sustainability

INTERNSHIP DESCRIPTION

Downtown Recycling Coordinator

Qualifications: We seek a motivated, personable and organized individual to support recycling and zero waste efforts. Creative and practical individual with interest in logistical and policy strategies to enhance recycling and waste reduction, working with business owners, and navigating complex issues should apply. Ideal candidates are college graduates or working towards a graduate degree, with business, political science, policy, behavior change, and industrial engineering backgrounds of particular interest. Ability to conduct on-line research and summarize findings, work independently and demonstrate initiative and creativity, exercise good judgment, work well with a wide variety of stakeholders, represent the City in a highly professional manner, and proficiently use Microsoft Office programs is essential.

Hours: Minimum 10 hours and maximum 20 hours/week between January and May, 2015. Schedule is flexible. Intern may be required to attend some evening or weekend events. Some work can be performed remotely.

Overview: South Bend has a long track record of promoting best practices in recycling and waste reduction and has several on-going efforts to increase South Bend's waste diversion rate. We work to reduce our city's environmental impact through education, outreach, and providing resources and support to help divert materials out of landfills.

The Downtown Recycling Coordinator intern will assist with the coordination of recycling and waste reduction opportunities with downtown businesses, Downtown South Bend Inc., SB150-related events, and South Bend residents and visitors. Project areas include policy, planning, program development, and education and outreach.

This is an hourly paid position at a rate of \$10-12/hr depending on experience. Benefits are not available. This position reports to the Sustainability Director, with day-to-day project management by the Sustainability Coordinator.

Duties:

- Research and identify local recycling barriers, opportunities, and interested parties.
- Develop creative and targeted printed and on-line educational resources for waste reduction education (print, graphics, video, blog posts, social media, brochures, etc.).
- Organize, develop, promote, and facilitate educational workshops and events on waste reduction.
- Make presentations to educate business owners and the public on how to recycle or on the environmental advantages of recycling.
- Convene and oversee stakeholder group. Coordinate with other organizations working on waste issues.
- Facilitate the development of business recycling plans and programs.
- Facilitate the development of public area recycling plans and programs.
- Support grant applications related to waste diversion.
- Develop content and help update City's website information for business-specific recycling and waste diversion strategies.
- Provide support to Green Ribbon Commission committee(s) and serve as a liaison to the Office of Sustainability.
- Serve as an ambassador of the Office of Sustainability and the City of South Bend.

CAPSTONE PROJECT DESCRIPTIONS

1. Energy Management Case Study Preparation

- a. Reports to Sustainability Coordinator
- b. Works professionally with other city departments to acquire energy and equipment information as well as history, photos, and best practices involved in implementation.
- c. Calculates energy, cost, and environmental (pollutants and climate) impacts of each energy management story.
- d. Performs research on best practices and other industry information relevant to showing value of the project.
- e. Prepares brief (2-4 page) case studies of successful energy management projects.
- f. Prepares blog posts or other summaries.
- g. Identifies media outlets and opportunities to disseminate.
- h. Completes 3-4 case studies.

2. Downtown Commercial Recycling Business Plan *(also available as an Internship)*

- a. Reports to Sustainability Coordinator
- b. Works professionally with city departments, business owners, and other organizations such as DTSB.
- c. Strengths Weaknesses Opportunities Threats (SWOT)- type analysis based on interviews w/ relevant stakeholders.
- d. Identification of solutions (products, vendors, etc) to perceived and real barriers.
- e. Provides costs and benefits for each option.
- f. Provides recommendations, contacts, and next steps.
- g. Provide formal business plan or report.

3. Compressed Natural Gas Evaluation

- a. Reports to Director of Sustainability and City Fleet Manager
- b. Calculate energy, cost, and environmental (pollutants and climate) impacts of conversion of City fleet from petroleum fuels to CNG.
- c. Review results to estimate any operational, maintenance, or level-of-effort impacts from conversion.
- d. Prepare a formal report for the Director of Public Works

4. Food Waste Collection Business Plan

- a. Reports to Sustainability Coordinator
- b. Works professionally with city departments, business owners, and other organizations such as DTSB.
- c. Develops 3-4 value-added uses for food waste
- d. Develops strategies for collecting and transporting waste from various users such as businesses, residents, and major users (medical/educational).
- e. Provides costs and benefits for each option.
- f. Provides recommendations, contacts, and next steps.
- g. Provide formal business plan or report.